

**ZB# 04-70**

**Michael Vela**

**19-4-46**

ZONING BOARD OF APPEALS  
TOWN OF NEW WINDSOR  
555 UNION AVENUE  
NEW WINDSOR, N.Y. 12553  
*GRANTED 12-13-04*

ZBA # **04-70** MICHAEL VELA (AREA)  
10 DORAL DRIVE (19-4-46)



# **Town of New Windsor**

**555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4695**

## **OFFICE OF THE ZONING BOARD OF APPEALS**

March 15, 2005

Michael & Pamela Vela  
10 Doral Drive  
New Windsor, NY 12553

**SUBJECT: REQUEST FOR VARIANCE #04-70**

Dear Mr. & Mrs. Vela:

Please find enclosed two copies of the Formal Decision for your case before the Zoning Board of Appeals. Please keep these copies in your records for future reference if needed.

If you are in need of any further assistance or have any questions in this matter, please feel free to contact me at the above number.

Very truly yours,

---

Myra Mason, Secretary to the  
NEW WINDSOR ZONING BOARD

MLM:mlm

cc: Michael Babcock, Building Inspector

NEW WINDSOR ZONING BOARD OF APPEALS

SBL: 19-4-46

In the Matter of the Application of

**MICHAEL & PAMELA VELA**

MEMORANDUM OF  
DECISION GRANTING

**AREA**

CASE #04-70

**WHEREAS, Pamela Vela**, owner(s) of 10 Doral Drive, New Windsor, New York, 12553, has made application before the Zoning Board of Appeals for a/an Request for a 6ft variance for a proposed attached garage (R-4 Use Bulk Tables E-6) located at 10 Doral Drive in an R-4 zone. (19-4-46)

**WHEREAS**, a public hearing was held on December 13, 2004 before the Zoning Board of Appeals at the Town Hall, New Windsor, New York; and

**WHEREAS**, the Applicant appeared on behalf of this Application; and

**WHEREAS**, there were no spectators appearing at the public hearing; and

**WHEREAS**, no one spoke in favor of or in opposition to the Application; and

**WHEREAS**, a decision was made by the Zoning Board of Appeals on the date of the public hearing granting the application; and

**WHEREAS**, the Zoning Board of Appeals of the Town of New Windsor sets forth the following findings in this matter here memorialized in furtherance of its previously made decision in this matter:

1. The notice of public hearing was duly sent to residents and businesses as prescribed by law and published in The Sentinel, also as required by law.
2. The Evidence presented by the Applicant showed that:
  - (a) The property is a residential property located in a neighborhood of residential properties.
  - (b) The applicant proposes to erect an attached garage, which garage may not have been designed by a licensed architect. The applicant was made aware that, in order to get a building permit, he/she will have to comply with all applicable federal, state and local laws.

- (c) The property is so situated that it legally has two front yards, although it appears visually to have only one.
- (d) The proposed garage will not divert the flow of water drainage or create the ponding or collection of water.
- (e) The proposed garage will not interfere with any easements including, but not limited to, water, sewer and electric easements.
- (f) The proposed garage is the minimum size garage that can be built and is similar in size and appearance to other garages in the neighborhood.

**WHEREAS,** The Zoning Board of Appeals of the Town of New Windsor makes the following conclusions of law here memorialized in furtherance of its previously made decision in this matter:

1. The requested variance(s) will not produce an undesirable change in the character of the neighborhood or create a detriment to nearby properties.
2. There is no other feasible method available to the Applicant that can produce the benefits sought.
3. The variance(s) requested is/are substantial in relation to the Town regulations but, nevertheless, are warranted.
4. The requested variance(s) will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or zoning district.
5. The difficulty the Applicant faces in conforming to the bulk regulations is/are self-created but, nevertheless, should be allowed.
6. The benefit to the Applicant, if the requested variance(s) is/are granted, outweighs the detriment to the health, safety and welfare of the neighborhood or community.
7. The requested variance(s) are/is appropriate and are/is the minimum variance(s) necessary and adequate to allow the Applicant relief from the requirements of the Zoning Local Law and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.
8. The interests of justice will be served by allowing the granting of the requested area variance(s).

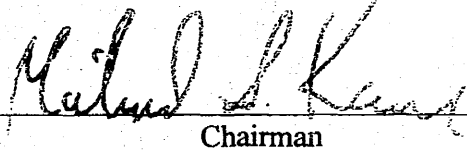
**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Zoning Board of Appeals of the Town of New Windsor GRANT a request for a Request for a 6ft variance for a proposed attached garage (R-4 Use Bulk Tables E-6) located at 10 Doral Drive in an R-4 zone. (19-4-46) as sought by the Applicant in accordance with plans filed with the Building Inspector and presented at the public hearing.

**BE IT FURTHER**

**RESOLVED**, that the Secretary of the Zoning Board of Appeals of the Town of New Windsor transmit a copy of this decision to the Town Clerk, Town Planning Board and/or Building Inspector and Applicant.

Dated: December 13, 2004

  
Chairman

**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS  
OFFICE  
845-563-4615**

**MEMORANDUM**

**TO: LARRY REIS, COMPTROLLER**  
**FROM: MYRA MASON, SECRETARY TO THE ZONING BOARD**  
**DATE: JANUARY 28, 2005**  
**SUBJECT: ESCROW REFUND**

**PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ 180.50 TO CLOSE OUT  
ESCROW FOR:**

**ZBA FILE #04-70**

**NAME & ADDRESS:**

**Michael & Pamela Vela  
10 Doral Drive  
New Windsor, NY 12553**

**THANK YOU,**

**MYRA**

**L.R.1-28-2005**



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS  
RECORD OF CHARGES & PAYMENTS**



FILE #04-70      TYPE: AREA

APPLICANT Name & Address:

**Michael & Pamela Vela  
10 Doral Drive  
New Windsor, NY 12553**

TELEPHONE:    565-4767

RESIDENTIAL:	\$ 50.00	CHECK #2333
COMMERCIAL	\$ 150.00	CHECK # _____
INTERPRETATION	\$ 150.00	CHECK # _____

ESCROW:            RESIDENTIAL \$300.00            CHECK #2334

~~~~~

| <u>DISBURSEMENTS:</u>        |                     | <u>MINUTES</u><br><u>\$5.50 / PAGE</u> | <u>ATTORNEY</u><br><u>FEE</u> |
|------------------------------|---------------------|----------------------------------------|-------------------------------|
| PRELIMINARY:                 | <u>5</u> PAGES      | \$ <u>27.50</u>                        | \$ <u>35.00</u>               |
| 2 <sup>ND</sup> PRELIMINARY: | <u>      </u> PAGES | \$ <u>      </u>                       | \$ <u>      </u>              |
| PUBLIC HEARING:              | <u>4</u> PAGES      | \$ <u>22.00</u>                        | \$ <u>35.00</u>               |
| PUBLIC HEARING:              | <u>      </u> PAGES | \$ <u>      </u>                       | \$ <u>      </u>              |

TOTAL:            \$ 49.50            \$ 70.00

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ESCROW POSTED:            \$300.00

LESS: DISBURSEMENTS:    \$ 119.50

AMOUNT DUE:            \$       

REFUND DUE:            \$ 180.50

Cc:

L.R. 1-28-2005



MICHAEL VELA (04-70)

Mr. Michael Vela appeared before the board for this proposal.

MR. KANE: Request for a 6 ft. variance for a proposed attached garage located at 10 Doral Drive.

MR. KANE: Tell us what you want to do, sir.

MR. VELA: We're between Doral and Clintonwood, Doral's a private road which is very difficult in the winter and Clintonwood is a public road behind us, we have a driveway on Clintonwood and what we'd like to do is put a garage off the back. When they built the house apparently when it was built years ago it was built crooked on the property line so actually I've been told that the corner of my garage is actually I was told it's not far enough off the property line and we have a tree lined fence separation between our house and our neighbor's, driveway's been there since we bought the house in '91, I believe so what we'd like to do is get the variance so we can put a garage in the back so we have access to the public road in the winter so we can get out.

MR. KANE: So what we're saying here, Michael, is they're here because we're considering this two front yards front and back on Clintonwood and Doral Drive?

MR. BABCOCK: Yes.

MR. KANE: And are you proposing a driveway from the proposed garage?

MR. VELA: Well, the driveway's there, it's existing, it's tied into the road off of Clintonwood, that driveway's there.

MR. KANE: Cause it's not shown on the diagram that I

have here.

MR. BABCOCK: You're going to have a driveway off Doral and Clintonwood?

MR. VELA: They've been there actually when we bought the house that was there as well.

MS. LOCEY: And the pictures are of the back of the house where the shed is?

MR. VELA: Yes, I'm not much of an architect, yeah, that line is where it would go and then the tree line that would come off of there and then yeah, that's, so that one of the question was that we won't affect any of the trees or anything, we're going to dig up the driveway to put the footings in, obviously.

MR. BABCOCK: If we were to consider it a rear yard which by all means this is the rear of his house the requirement would be 40 feet and he still only has 39 so he'd be here tonight in any case.

MR. KANE: But we don't have to consider this being an extension in the front yard in the front of the house?

MR. BABCOCK: What we're saying the front yard we're saying it's a front yard and will, the requirement's 45 feet and he's proposing 39, so he needs a variance of 6 foot because we're calling it a front yard, if we call it a rear yard, he would need a variance of one foot.

MR. KANE: Is the garage going to be attached to the house?

MR. VELA: Yes.

MR. KANE: It's part of the house?

MR. VELA: Yes.

MR. KANE: I got you, it's not going to be a separate building?

MR. VELA: No.

MR. KANE: Stand corrected.

MR. VELA: Just going to raise the roof and build it off the back piece.

MS. GANN: Are you going to move the shed that's already there?

MR. VELA: Yes, that's just about moved itself, that whole right wall is done so we're going to take that down.

MR. KANE: The garage itself looks like it's going to come out 17 feet from the front of the house, is that correct?

MR. VELA: From the existing structure, yes.

MR. KANE: And 17 feet is enough for your vehicle?

MR. VELA: Yes, the contractor said 15 feet, I wanted two more feet.

MR. KANE: Where that 17 feet ends, where the proposed garage is on the front of the house, does that extend further than other homes in your neighborhood?

MR. VELA: Yes, I understand, if you include the decks, no.

MR. KANE: Some people have decks?

MR. VELA: Yes.

November 8, 2004

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MR. KANE: So you won't be the only building on that street that's sticking out?

MR. VELA: No, no, no.

MR. KANE: Okay and the 14 x 17 is the minimum that you feel that you can get this done with as far as your garage size?

MR. VELA: Yes, that's what I was told.

MR. KANE: Because you have to get the minimum variance that you want. This picture right here, this is from the street, this is the driveway in the back?

MR. VELA: Yes.

MR. KANE: This is where the garage is going to go?

MR. VELA: Yes.

MR. KANE: I'll ask the question, you'll have the same questions on the public hearing, you're not going to be cutting down any trees, substantial vegetation in the building of it?

MR. VELA: No.

MR. KANE: It's already macadam there?

MR. VELA: Correct.

MR. KANE: Not going to create any water hazard or runoffs with the building of it?

MR. VELA: No.

MR. KANE: Any questions?

MS. GANN: No.

November 8, 2004

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MS. LOCEY: No.

MR. KANE: I'll accept a motion.

MS. LOCEY: I'll offer a motion to schedule a public hearing for the application of Michael Vela for his request for 6 foot variance for proposed attached garage located at 10 Doral Drive in an R-4 zone.

MS. GANN: Second it.

ROLL CALL

MS. LOCEY	AYE
MS. GANN	AYE
MR. KANE	AYE

MICHAEL VELA (04-70)

Ms. Pamela Vela appeared before the board for this proposal.

MR. KANE: Request for a 6 ft. variance for a proposed attached garage located at 10 Doral Drive. Wife of Michael?

MS. VELA: Yes.

MR. KANE: Tell us what you want to do.

MS. VELA: We want to put an attached garage 16, 14 feet by 17 feet on the back part of our property.

MR. MINUTA: I just have a question on your application here you have David Phelps as the architect and the contractor.

MS. VELA: Not yet hired, we haven't decided on a builder yet.

MR. MINUTA: But Mr. Phelps is an architect.

MS. VELA: I don't know.

MR. MINUTA: Clear that up before you proceed.

MS. VELA: Okay.

MR. KANE: Just so you know on the agenda it's a 6 foot front yard variance and basically that's happening because they have two front yards off of Wood Drive would be considered.

MR. MINUTA: For our purposes, we're considering Wood Drive the rear yard?

MR. KANE: Correct.

MR. KANE: In the building of the garage will you be cutting down any trees or substantial vegetation?

MS. VELA: No.

MR. KANE: Create any water hazards or runoffs?

MS. VELA: No.

MR. KANE: Are you on septic and well? Are you on town water?

MS. VELA: Town water.

MR. KANE: And sewer?

MS. VELA: Yes.

MR. KANE: The 14 x 17 garage is the minimum size garage that you can build, fit a car into?

MS. VELA: Yes.

MR. KANE: Similar in size to other detached garages that may be in your neighborhood?

MS. VELA: Yes.

MR. MINUTA: I'm having a little bit of difficulty deciphering this, the proposed garage is going to be off the rear of the house?

MS. VELA: Yes.

MR. MINUTA: And you have access through Wood from wood Drive to there?

MR. KANE: Yes, you can see it goes right back in there.

MR. MINUTA: My question was going to be access but you obviously have it so and I--

MR. KANE: At this point, I will open the public portion of the meeting and ask if anybody's here for this particular hearing? Nobody cares. We'll close it and ask Myra how many mailings we had.

MS. MASON: On November 17th, I mailed out 36 envelopes and had no response.

MR. KANE: The garage itself is going to already I think I have the drawing right out here, it's going to go in the area that you already have blacktopped back there?

MS. VELA: Yes.

MR. KANE: You don't have to worry about developmental coverage because that's already covered. Any other questions?

MR. MINUTA: No, I just want to touch on one more point, with the application just so you know and why I bring this up is if Mr. Phelps signed himself as the architect of record he's currently in violation of New York State Education Law if he's not a legal architect so that's a legal document and it needs to be taken care of.

MS. VELA: He didn't sign it.

MR. MINUTA: Somebody had to sign it. There's no signature? Okay, I'm making a point here, okay.

MS. LOCEY: Did you and/or your husband fill this out? I think they put it in the wrong spot but it needs to be changed.



MS. VELA: Okay.

MR. KANE: Nothing rears its ugly head later. Okay, no other questions, I'll accept a motion.

MR. RIVERA: I'll make a motion that we grant Michael Vela his requested front yard 6 foot variance for the proposed attached garage.

MR. MINUTA: Second it.

ROLL CALL

MS. GANN	AYE
MS. LOCEY	AYE
MR. RIVERA	AYE
MR. MINUTA	AYE
MR. KANE	AYE



RESULTS OF Z.B.A. MEETING OF: December 13, 2004

PROJECT: Michael Vela ZBA # 04-70  
P.B.#

**P.B.#** \_\_\_\_\_

**USE VARIANCE:      NEED: EAF \_\_\_\_\_ PROXY**

**LEAD AGENCY:** M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
RIVERA \_\_\_\_\_  
MCDONALD \_\_\_\_\_  
REIS \_\_\_\_\_  
MINUTA \_\_\_\_\_  
KANE \_\_\_\_\_

CARRIED: Y\_\_\_\_\_N\_\_\_\_\_

**PUBLIC HEARING: M)**\_\_\_\_\_ **S)**\_\_\_\_\_ **VOTE: A**\_\_\_\_ **N**\_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
RIVERA \_\_\_\_\_  
MCDONALD \_\_\_\_\_  
REIS \_\_\_\_\_  
MINUTA \_\_\_\_\_  
KANE \_\_\_\_\_

CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

**NEGATIVE DEC:** M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
RIVERA \_\_\_\_\_  
MCDONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
MINUTA \_\_\_\_\_  
KANE \_\_\_\_\_

APPROVED: M)\_\_\_\_S)\_\_\_\_ VOTE: A\_\_\_\_N\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
RIVERA \_\_\_\_\_  
MCDONALD \_\_\_\_\_ CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_  
REIS \_\_\_\_\_  
MINUTA \_\_\_\_\_  
KANE \_\_\_\_\_

**ALL VARIANCES - PRELIMINARY APPEARANCE:**

**SCHEDULE PUBLIC HEARING:** M)\_\_\_ S)\_\_\_ VOTE: A\_\_\_ N\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
RIVERA \_\_\_\_\_  
MCDONALD \_\_\_\_\_  
REIS \_\_\_\_\_  
MINUTA \_\_\_\_\_  
KANE \_\_\_\_\_

CARRIED: Y \_\_\_\_\_ N \_\_\_\_\_

PUBLIC HEARING: STATEMENT OF MAILING READ INTO MINUTES ✓  
VARIANCE APPROVED: M RV S IN VOTE: A 5 N 0.

GANN	H
LOCEY	A
RIVERA	A
<del>MC DONALD</del>	
<del>REES</del>	
MINUTA	A
KANE	A

**CARRIED: Y ✓ N ●**

This is a scan of a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the page.

**OFFICE OF THE BUILDING INSPECTOR  
TOWN OF NEW WINDSOR  
ORANGE COUNTY, NEW YORK**

**NOTICE OF DISAPPROVAL OF BUILDING PERMIT APPLICATION**

**DATE: October 6, 2004**

**APPLICANT: Michael & Pamela Vela  
10 Doral Drive  
New Windsor, NY 12553**

**PLEASE TAKE NOTICE THAT YOUR APPLICATION DATE: 9/29/04**

**FOR : Proposed 14x17 ft. attached garage**

**LOCATED AT: 10 Doral Drive**

**ZONE: R-4 Sec/Blk/ Lot: 19-4-46**

**DESCRIPTION OF EXISTING SITE: Existing one-family house**

**IS DISAPPROVED ON THE FOLLOWING GROUNDS:**

- 1. Proposed 14x17ft. attached garage does not meet minimum 45ft. front yard set-back.**

**COPY**

  
**BUILDING INSPECTOR**

PERMITTED

PROPOSED OR  
AVAILABLE:

VARIANCE  
REQUEST:

ZONE: R-4 USE: Bulk Tables E-6

MIN LOT AREA:

MIN LOT WIDTH:

REQ'D FRONT YD:

45'

39'

6'

REQ'D SIDE YD:

REQ'D TOTAL SIDE TD:

REQ'D REAR YD:

REQ'D FRONTAGE:

MAX BLDG HT:

FLOOR AREA RATIO:

MIN LIVABLE AREA:

DEV COVERAGE:

cc: Z.B.A., APPLICANT, FILE, W/ ATTACHED MAP

04-701

PLEASE ALLOW FIVE TO TEN DAYS TO PROCESS  
IMPORTANT  
YOU MUST CALL FOR ALL REQUIRED INSPECTIONS OF CONSTRUCTION

Other inspections will be made in most cases but those listed below must be made or Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. Unless an inspection report is left on the job indicating approval of one of these inspections it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected after correction.

RECEIVED

SEP 29 2004

BUILDING DEPARTMENT

1. When excavating is complete and footing forms are in place (before pouring.)
2. Foundation inspection. Check here for waterproofing and footing drains.
3. Inspect gravel base under concrete floors and underslab plumbing.
4. When framing, rough plumbing, rough electric and before being covered.
5. Insulation.
6. Final inspection for Certificate of Occupancy. Have on hand electrical inspection data and final certified plot plan. Building is to be completed at this time. Well water test required and engineer's certification letter for septic system required.
7. Driveway inspection must meet approval of Town Highway Superintendent. A driveway bond may be required.
8. \$50.00 charge for any site that calls for the inspection twice.
9. Call 24 hours in advance, with permit number, to schedule inspection.
10. There will be no inspections unless yellow permit card is posted.
11. Sewer permits must be obtained along with building permits for new houses.
12. Septic permit must be submitted with engineer's drawing and perc test.
13. Road opening permits must be obtained from Town Clerk's office.
14. All building permits will need a Certificate of Occupancy or a Certificate of Compliance and here is no fee for this.

FOR OFFICE USE ONLY:  
Building Permit #: \_\_\_\_\_

**AFFIDAVIT OF OWNERSHIP AND/OR CONTRACTOR'S COMP & LIABILITY INSURANCE CERTIFICATE IS  
REQUIRED BEFORE THE BUILDING PERMIT APPLICATION WILL BE ACCEPTED AND/OR ISSUED**

PLEASE PRINT CLEARLY - FILL OUT ALL INFORMATION WHICH APPLIES TO YOU

Owner of Premises Michael - Pamela Vela

Address 10 Doral Dr Phone # 516-5-4767

Mailing Address New Windsor, NY Fax # \_\_\_\_\_

Name of Architect David Phelps

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Contractor David Phelps

Address \_\_\_\_\_

Phone 551-2991(c)

State whether applicant is owner, lessee, agent, architect, engineer or builder OWNER

If applicant is a corporation, signature of duly authorized officer \_\_\_\_\_  
(Name and title of corporate officer)

1. On what street is property located? On the \_\_\_\_\_ side of \_\_\_\_\_  
(N, S, E or W)  
and \_\_\_\_\_ feet from the intersection of \_\_\_\_\_

2. Zone or use district in which premises are situated \_\_\_\_\_ Is property a flood zone? Y \_\_\_\_\_ N \_\_\_\_\_

3. Tax Map Description: Section 19 Block 4 Lot 46

4. State existing use and occupancy of premises and intended use and occupancy of proposed construction.

a. Existing use and occupancy \_\_\_\_\_ b. Intended use and occupancy \_\_\_\_\_

5. Nature of work (check if applicable) ☐ New Bldg. ☐ Addition ☐ Alteration ☐ Repair ☐ Removal ☐ Demolition ☒ Other 14'x17' Garage

6. Is this a corner lot? No

7. Dimensions of entire new construction. Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ No. of stories \_\_\_\_\_

8. If dwelling, number of dwelling units: \_\_\_\_\_ Number of dwelling units on each floor \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Toilets \_\_\_\_\_ Heating Plant Gas \_\_\_\_\_ Oil \_\_\_\_\_  
Electric/Hot Air \_\_\_\_\_ Hot Water \_\_\_\_\_ If Garage, number of cars \_\_\_\_\_

9. If business, commercial or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

10. Estimated cost \_\_\_\_\_ Fee \$ 50.00

**ZONING BOARD**

date

**APPLICATION FOR BUILDING PERMIT**  
**TOWN OF NEW WINDSOR, ORANGE COUNTY, NEW YORK**  
Pursuant to New York State Building Code and Town Ordinances

**Building Inspector: Michael L. Babcock**

**Asst. Inspectors Frank Lisi & Louis Krychear**

**New Windsor Town Hall**

**555 Union Avenue**

**New Windsor, New York 12553**

**(845) 563-4618**

**(845) 563-4695 FAX**

Bldg Insp Examined \_\_\_\_\_

Fire Insp Examined \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Permit No. \_\_\_\_\_

**INSTRUCTIONS**

- A. This application must be completely filled in by typewriter or in ink and submitted to the Building Inspector.
- B. Plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
- C. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical and plumbing installations.
- D. The work covered by this application may not be commenced before the issuance of a Building Permit.
- E. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant together with approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.
- F. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Inspector.

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York Building Construction Code Ordinances of the Town of New Windsor for the construction of buildings, additions, or alterations, or for removal or demolition or use of property as herein described. The applicant agrees to comply with all applicable laws, ordinances, regulations and certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner, that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application.

X  
(Signature of Applicant)

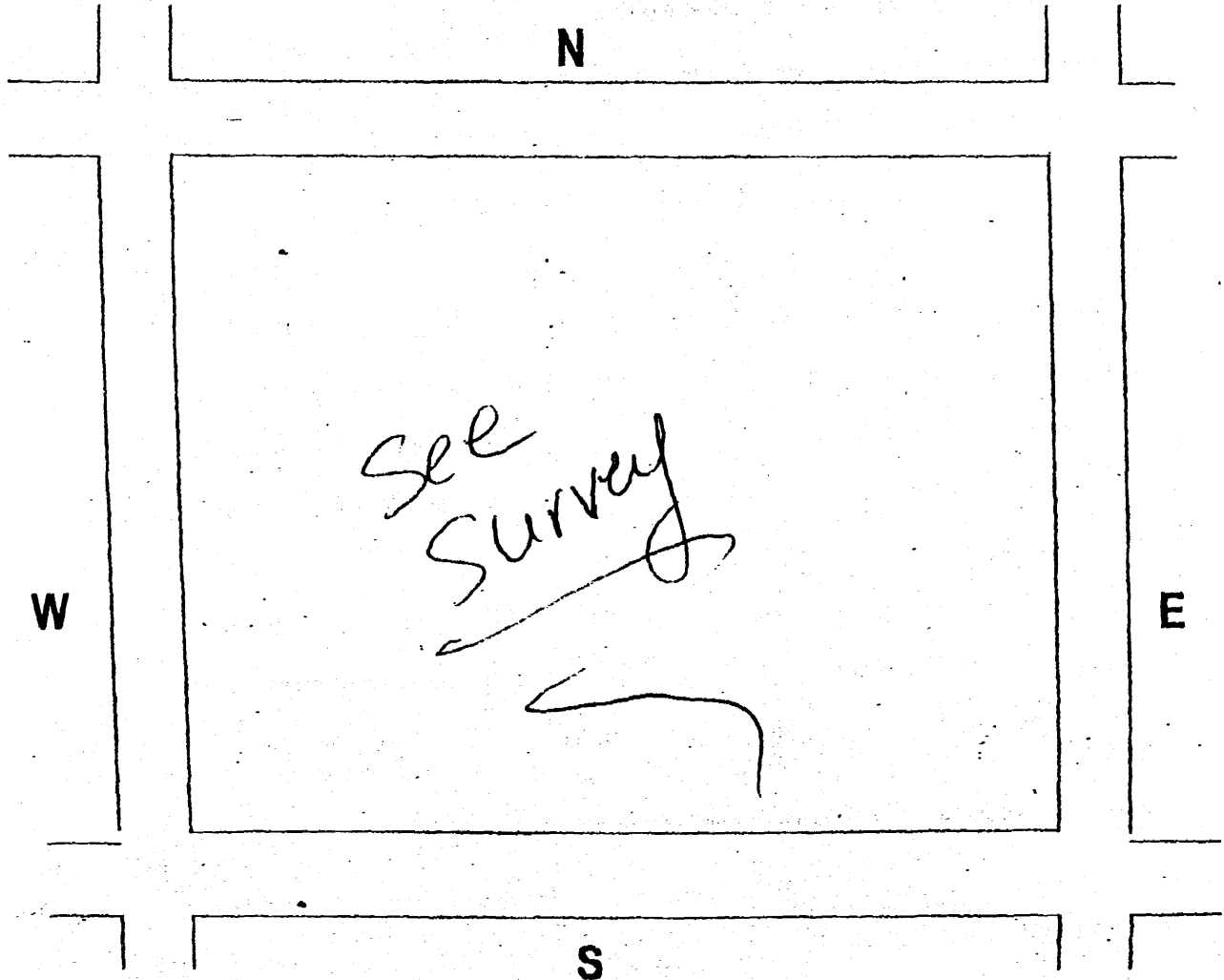
(Address of Applicant)

X  
(Owner's Signature)

**PLOT PLAN**

**NOTE:**

Locate all buildings and indicate all set back dimensions. Applicant must indicate the building line or lines clearly and distinctly on the drawings.





1"=30'

WOOD

DRIVE

OHE  
S50°15'00"E  
101.81'

OHE

AREA = 0.344 ACRES

LANDS N/F

THOMAS C. & LINDA G. POPER

L. 2206

P. 957

5

N39°59'57"E  
133.16'

ONE STORY RANCH HOUSE

Proposed  
Grave  
14'  
17'

S38°39'00"W  
156.67'

LANDS

VINCENT T. & CH

L. 2229

53.4'

107.98'  
N 37°41'30"W

PAVED  
DRIVE

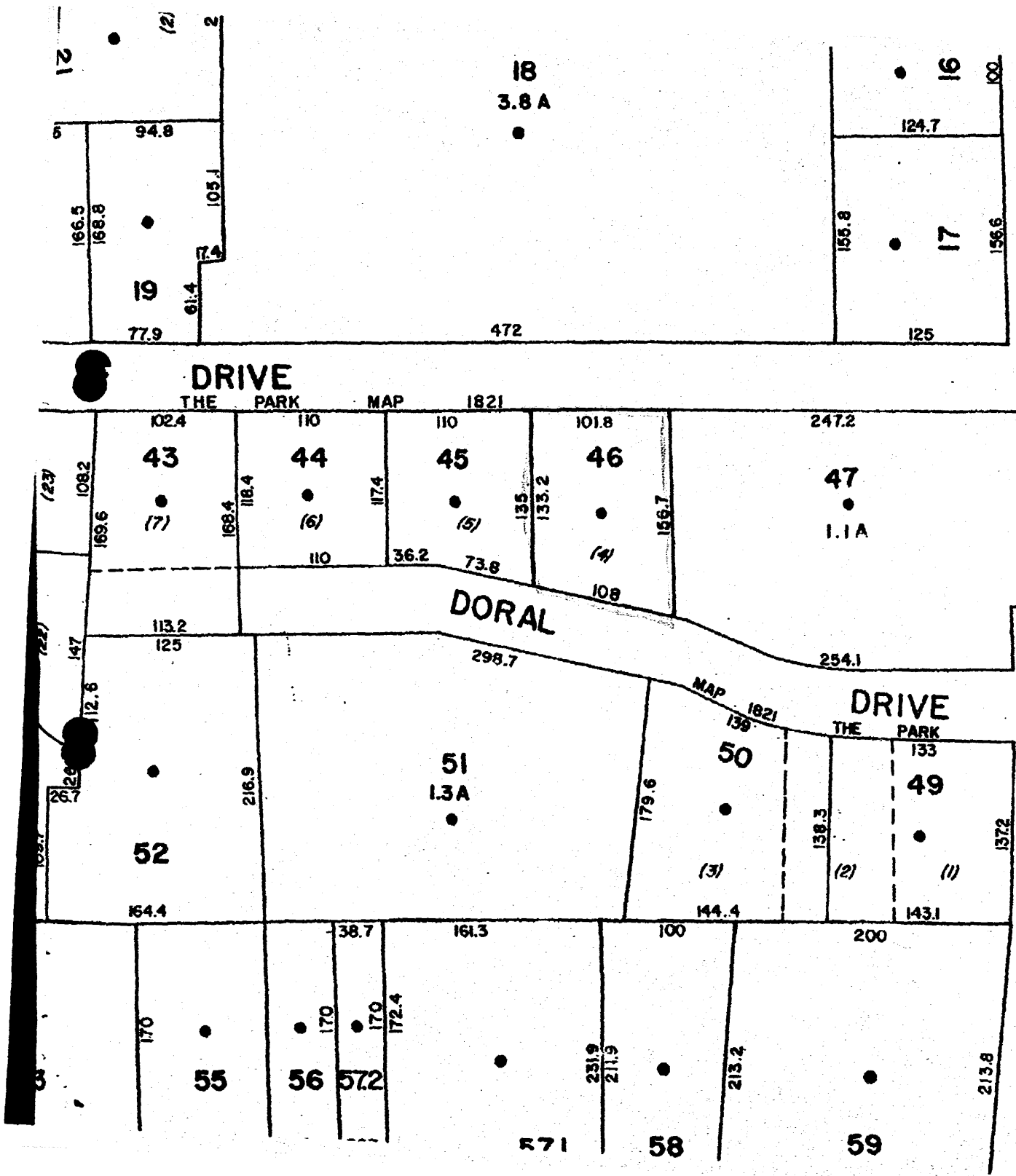
END IP

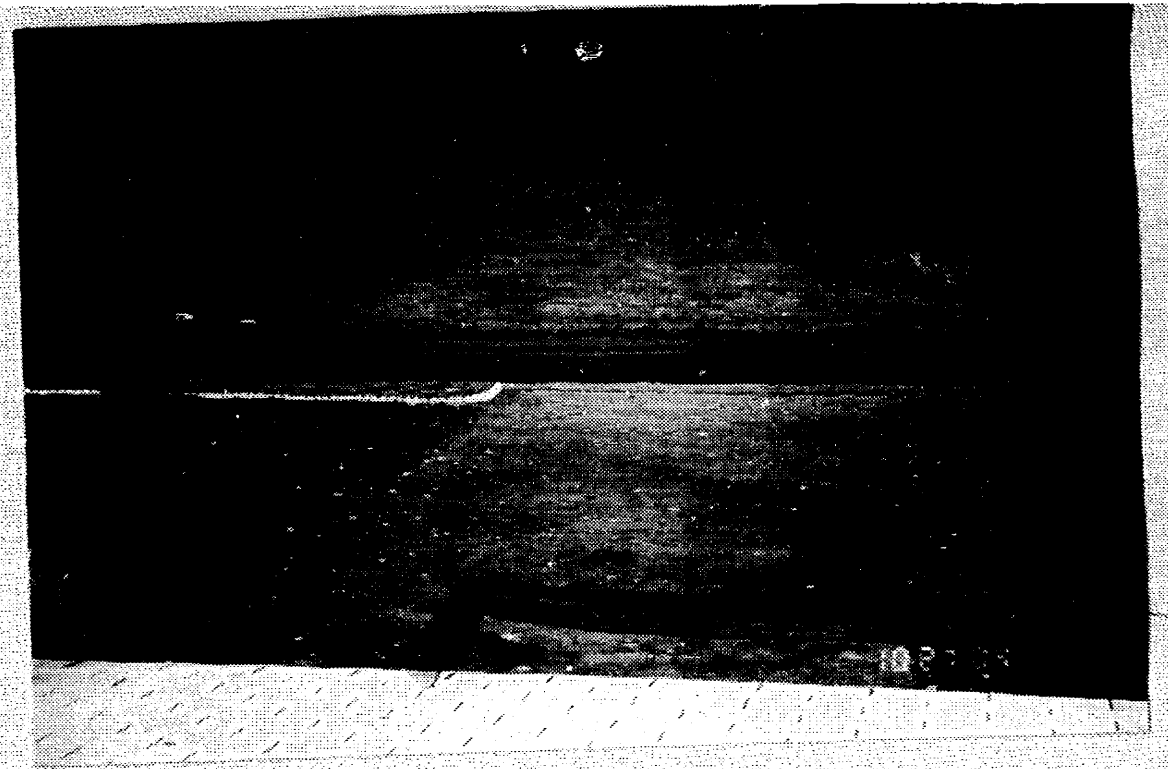
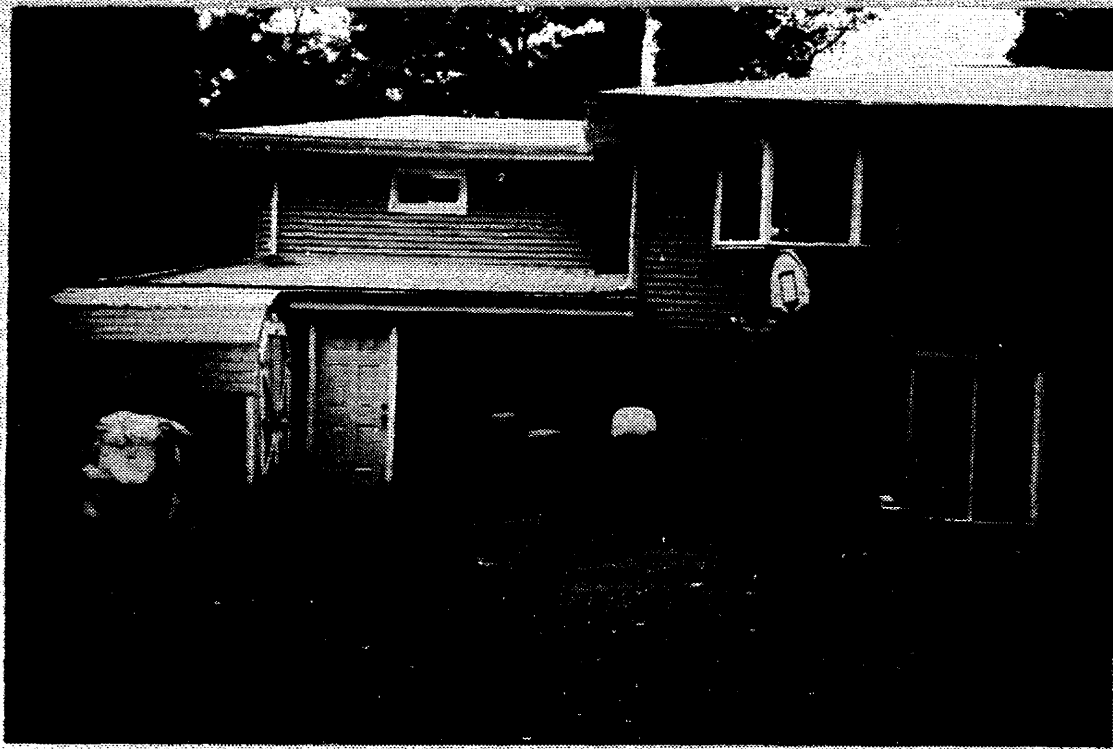
DORAL

DRIVE

IN THE ORANGE COUNTY

NOVEMBER





**ZONING BOARD OF APPEALS: TOWN OF NEW WINDSOR  
COUNTY OF ORANGE: STATE OF NEW YORK**

-----X

In the Matter of the Application for Variance of

MICHAEL VELA

**AFFIDAVIT OF  
SERVICE  
BY MAIL**

#04-70

-----X

STATE OF NEW YORK )

) SS:

COUNTY OF ORANGE )

MYRA L. MASON, being duly sworn, deposes and says:

That I am not a party to the action, am over 18 years of age and reside at 67 Bethlehem Road, New Windsor, NY 12553.

That on the 17TH day of **NOVEMBER**, 2004, I compared the 36 addressed envelopes containing the Public Hearing Notice pertinent to this case with the certified list provided by the Assessor's Office regarding the above application for a variance and I find that the addresses are identical to the list received. I then placed the envelopes in a U.S. Depository within the Town of New Windsor.

Sworn to before me this

Myra L. Mason  
Myra L. Mason, Secretary

13<sup>th</sup> day of December, 2004

[Signature]  
Notary Public

JENNIFER MEAD  
Notary Public, State Of New York  
No. 01ME6050024  
Qualified in Orange County  
Commission Expires 10/30/ 2006

**PUBLIC HEARING NOTICE**  
**ZONING BOARD OF APPEALS**  
**TOWN OF NEW WINDSOR**

**PLEASE TAKE NOTICE** that the Zoning Board of Appeals of the TOWN OF NEW WINDSOR, New York, will hold a Public Hearing on the following Proposition:

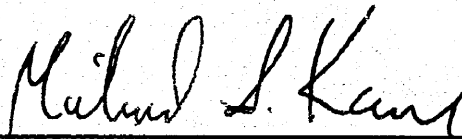
**Appeal No. 04-70**

**Request of MICHAEL VELA**

**for a VARIANCE of the Zoning Local Law to Permit:**

**Request for a 6ft variance for a proposed attached garage (R-4 Use Bulk Tables E-6) located at 10 Doral Drive in an R-4 zone. (19-4-46)**

**PUBLIC HEARING will take place on DECEMBER 13, 2004  
at the New Windsor Town Hall, 555 Union Avenue, New Windsor, New York  
beginning at 7:30 P.M.**

A handwritten signature in cursive script, reading "Michael S. Kane", written over a horizontal line.

**Michael Kane, Chairman**



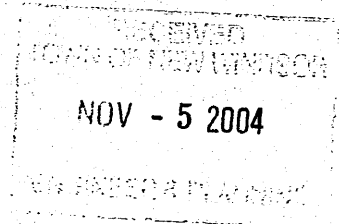
# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4631  
Fax: (845) 563-4693

## Assessors Office

November 2, 2004

Michael Vela  
10 Doral Drive  
New Windsor, NY 12553



Re: 19-4-46

ZBA#: 04-70 (36)

Dear Mr. Vela:

According to our records, the attached list of property owners are within five hundred (500) feet of the above referenced property.

The charge for this service is \$55.00, minus your deposit of \$25.00.

Please remit the balance of \$30.00 to the Town Clerk's Office.

Sincerely,

J. Todd Wiley, IAO  
Sole Assessor

JTW/tmp  
Attachments

CC: Myra Mason, Zoning Board

19-3-12  
Ernest Properties, Inc.  
30 Harth Drive  
New Windsor, NY 12553

19-4-14  
Franchini, Philip & Dominick Jr.  
c/o Rose Franchini  
166 Quassaick Avenue  
New Windsor, NY 12553

19-4-17  
Edward & Carol Drejza  
174 Quassaick Avenue  
New Windsor, NY 12553

19-4-20  
Jeanne & Samuel Dean  
15 Clintonwood Drive  
New Windsor, NY 12553

19-4-24  
Jane Krieger  
17 Clintonwood Drive  
New Windsor, NY 12553

19-4-41  
Frank & Stephanie Bloomer  
51 Clintonwood Drive  
New Windsor, NY 12553

19-4-44  
Kimberly Hiland  
18 Doral Drive  
New Windsor, NY 12553

19-4-49  
Rose Navarra  
1 Doral Drive  
New Windsor, NY 12553

19-4-52  
Catherine Moore  
c/o Mrs. Plumstead  
23 Doral Drive  
New Windsor, NY 12553

19-4-57.1 & 103  
Colleen & John Babcock, Jr.  
14 Kayleen Drive  
New Windsor, NY 12553

19-4-10  
Rosario & Salvatore Frustace  
13 Stonecrest Drive  
New Windsor, NY 12553

19-4-15  
Tonya Lewis  
170 Quassaick Avenue  
New Windsor, NY 12553

19-4-18  
Herbert & Shirley Resnick  
5 Clintonwood Drive  
New Windsor, NY 12553

19-4-21  
Angelina Palmer  
3 Jennifer Court  
New Windsor, NY 12553

19-4-39  
Robert & Patricia Trifilo  
47 Clintonwood Drive  
New Windsor, NY 12553

19-4-42  
James & Sharon Formato  
53 Clintonwood Drive  
New Windsor, NY 12553

19-4-45  
Alphonso & Marie Edwards  
14 Doral Drive  
New Windsor, NY 12553

19-4-50  
Geri Wildenberg  
5 Doral Drive  
New Windsor, NY 12553

19-4-53, 55 & 56  
Eileen Keeler  
22 Kayleen Drive  
New Windsor, NY 12553

19-4-58  
Sharon & Neil Belinsky  
D/B/A Windsor Counseling Group  
10 Kayleen Drive  
New Windsor, NY 12553

19-4-11  
Thomas & Marianne McDonald  
3 Stonecrest Drive  
New Windsor, NY 12553

19-4-16  
Katherine Gorman  
Yvonne Dunn  
172 Quassaick Avenue  
New Windsor, NY 12553

19-4-19  
Anthony & Joan Mattaroccia  
11 Clintonwood Drive  
New Windsor, NY 12553

19-4-22  
Stephen & Nora Smith  
5 Jennifer Court  
New Windsor, NY 12553

19-4-40  
Robert Scott & Patricia McMahon  
49 Clintonwood Drive  
New Windsor, NY 12553

19-4-43  
Jennie & Allen Stevens  
24 Doral Drive  
New Windsor, NY 12553

19-4-47  
Vincent & Christine Circhio  
180 Quassaick Avenue  
New Windsor, NY 12553

19-4-51  
Philip & Elaine Segali  
11 Doral Drive  
New Windsor, NY 12553

19-4-54.1  
James Nugent, Jr.  
21 Kayleen Drive  
New Windsor, NY 12553

19-4-59  
George & Barbara Benninger  
26 Old Pleasant Hill Road  
New Windsor, NY 12553

19-4-60.1

Adam & Lisa Nogrady  
P.O. Box 4467  
Newburgh, NY 12550

19-4-60.2 & 75.1

Jesse Morrill  
Angela June  
15 Kayleen Drive  
New Windsor, NY 12553

19-4-62

George Botzakis  
23 Clintonwood Drive  
New Windsor, NY 12553

20-1-1

City of Newburgh School District  
ATT: E.Phillips  
124 Grand Street  
Newburgh, NY 12550

20-2-1

Marion Embler  
191 Quassaick Avenue  
New Windsor, NY 12553

20-2-2

Gail Blair  
193 Quassaick Avenue  
New Windsor, NY 12553





RESULTS OF Z.B.A. MEETING OF: 11-8-04

PROJECT: MICHAEL VELA ZBA# 04-70  
P.B.#

**P.B.#**

**USE VARIANCE:**      **NEED: EAF** \_\_\_\_\_ **PROXY** \_\_\_\_\_

**LEAD AGENCY:** M)\_\_\_\_\_S)\_\_\_\_\_ VOTE: A\_\_\_\_N\_\_\_\_

GANN \_\_\_\_\_  
LOCEY \_\_\_\_\_  
RIVERA \_\_\_\_\_  
MCDONALD \_\_\_\_\_  
REIS \_\_\_\_\_  
MINUTA \_\_\_\_\_  
KANE \_\_\_\_\_

CARRIED: Y\_\_\_N\_\_\_

**PUBLIC HEARING: M)\_\_\_\_\_ S)\_\_\_\_\_ VOTE: A\_\_\_\_ N\_\_\_\_\_**

GANN	
LOCEY	
RIVERA	
MCDONALD	
REIS	
MINUTA	
KANE	

CARRIED: Y\_\_\_\_\_N\_\_\_\_\_

**NEGATIVE DEC:** M) \_\_\_\_\_ S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_

GANN  
LOCEY  
RIVERA  
MCDONALD  
REIS  
MINUTA  
KANE

CARRIED: Y\_\_\_\_\_N\_\_\_\_\_

**APPROVED:** M)\_\_\_\_S)\_\_\_\_ VOTE: A\_\_\_\_N\_\_\_\_

GANN  
LOCEY  
RIVERA  
MCDONALD  
REIS  
MINUTA  
KANE

CARRIED: Y N

**ALL VARIANCES - PRELIMINARY APPEARANCE:**

**SCHEDULE PUBLIC HEARING:** M) L S) 6 VOTE: A 3 N    

GANN	Y
LOCEY	Y
<del>RIVERA</del>	
<del>MCDONALD</del>	
<del>REIS</del>	
<del>MINOTA</del>	
KANE	Y

CARRIED: Y\_\_\_\_\_ N\_\_\_\_\_

**PUBLIC HEARING:**                      **STATEMENT OF MAILING READ INTO MINUTES** \_\_\_\_\_  
**VARIANCE APPROVED:**              M) \_\_\_\_\_ S) \_\_\_\_\_ **VOTE:** A \_\_\_\_\_ N \_\_\_\_\_.

GANN  
LOCEY  
RIVERA  
MC DONALD  
REIS  
MINUTA  
KANE

**CARRIED: Y      N      .**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is a double-line border at the top and bottom edges. The paper appears to be from a notebook or a standard sheet of stationery.

**Town of New Windsor**  
555 Union Avenue  
New Windsor, NY 12553  
(845) 563-4611

**RECEIPT**  
**#1098-2004**

10/29/2004

ZBA 04-70  
Vela, Michael

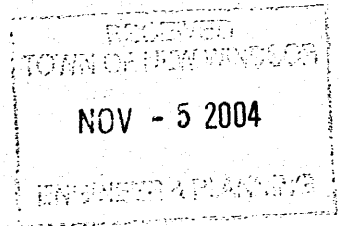
Received \$ 50.00 for Zoning Board Fees, on 10/29/2004. Thank you for  
stopping by the Town Clerk's office.

As always, it is our pleasure to serve you.

Deborah Green  
Town Clerk

**TOWN OF NEW WINDSOR**  
**ZONING BOARD OF APPEALS**

**RECEIPT OF ESCROW RECEIVED:**



DATE RECEIVED: 10/29/04

FOR: ESCROW #04-70

FROM: MICHAEL & PAMELA VELA

10 DORAL DRIVE

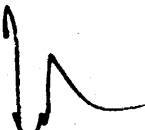
NEW WINDSOR, NY 12553

CHECK NUMBER: 2334

TELEPHONE: 565-4767

AMOUNT: \$300.00

RECEIVED AT COMPTROLLER'S OFFICE BY:

  
NAME \_\_\_\_\_ DATE 11/5/04

PLEASE RETURN ONE SIGNED COPY TO MYRA FOR FILING

THANK YOU

# TOWN OF NEW WINDSOR

## REQUEST FOR NOTIFICATION LIST

PROJECT NUMBER: ZBA# 04-70 P.B. # \_\_\_\_\_

APPLICANT NAME: MICHAEL VELA

**PERSON TO NOTIFY TO PICK UP LIST:**

**MICHAEL VELA**  
**10 DORAL DRIVE**  
**NEW WINDSOR, NY 12553**

**TELEPHONE: 565-4767**

TAX MAP NUMBER: SEC. 19 BLOCK 4 LOT 46  
SEC. \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
SEC. \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**PROPERTY LOCATION: 10 DORAL DRIVE  
NEW WINDSOR, NY 12553**

**THIS LIST IS BEING REQUESTED BY:**

NEW WINDSOR PLANNING BOARD: \_\_\_\_\_

**SITE PLAN OR SUBDIVISION:** (ABUTTING AND ACROSS ANY STREET \_\_\_\_\_)

**SPECIAL PERMIT ONLY: (ANYONE WITHIN 500 FEET)**

**AGRICULTURAL DISTRICT:**  
(ANYONE WITHIN THE AG DISTRICT WHICH IS WITHIN 500'  
OF SITE PLAN OR SUBDIVISION PROJECT)

NEW WINDSOR ZONING BOARD **04-70**

**LIST WILL CONSIST OF ALL PROPERTY WITHIN 500 FEET OF PROJECT YES**

AMOUNT OF DEPOSIT: **\$25.00** CHECK NUMBER: **2335**

TOTAL CHARGES: \_\_\_\_\_



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4695

## ZONING BOARD OF APPEALS

10/29/04

Michael & Pamela Vela  
10 Doral Drive  
New Windsor, NY 12553

SUBJECT: REQUEST FOR VARIANCE #04-70

Dear Mr. Vela:

This letter is to inform you that you have been placed on the 11/8/04 agenda for the Zoning Board of Appeals to discuss your request for a variance at:

10 Doral Drive  
New Windsor, NY 12553

This meeting starts at 7:30 p.m. and is held in the Town Meeting Room at Town Hall. If you have a problem with this time and/or date, please contact me at the above number and we will reschedule your appearance. If you have any further questions, please feel free to contact me.

Very truly yours,

---

Myra Mason, Secretary  
Zoning Board of Appeals

MLM:mlm



# TOWN OF NEW WINDSOR

555 UNION AVENUE  
NEW WINDSOR, NY 12553  
(845) 563-4615 (MYRA MASON)



## ZONING BOARD PROCEDURES

**PLEASE READ PAGE ONE AND TWO OF THIS PACKAGE AND SIGN PAGE TWO  
IT EXPLAINS THE PROCEDURE TO BE FOLLOWED FOR YOUR APPLICATION.**

PLEASE COMPLETE THE ATTACHED APPLICATION FORMS WHERE IT APPLIES TO YOUR SITUATION AND RETURN TO MYRA MASON (845-563-4615) AT THE ZONING BOARD OFFICE (LOCATED IN THE PLANNING BOARD & ENGINEERING OFFICE IN TOWN HALL) WITH THREE CHECKS MADE PAYABLE TO "THE TOWN OF NEW WINDSOR" AS FOLLOWS:

**RESIDENTIAL: (Three Separate Checks Please)**

**APPLICATION FEE:**

**\$ 50.00**

**\*ESCROW:**

**\$300.00**

**\*\*DEPOSIT FOR PUBLIC HEARING LIST:**

**\$ 25.00**

**MULTI-FAMILY: (Three Separate Checks Please)**

**APPLICATION FEE:**

**\$150.00**

**\*ESCROW:**

**\$500.00**

**\*\*DEPOSIT FOR PUBLIC HEARING LIST:**

**\$ 25.00**

**COMMERCIAL: (Three Separate Checks Please)**

**APPLICATION FEE:**

**\$150.00**

**\*ESCROW:**

**\$500.00**

**\*\*DEPOSIT FOR PUBLIC HEARING LIST:**

**\$ 25.00**

**INTERPRETATION: (Three Separate Checks Please)**

**APPLICATION FEE:**

**\$150.00**

**\*ESCROW:**

**\$500.00**

**\*\*DEPOSIT FOR PUBLIC HEARING LIST:**

**\$ 25.00**

**YOU WILL THEN BE SCHEDULED FOR THE NEXT AVAILABLE AGENDA FOR YOUR "PRELIMINARY MEETING".**

**ESCROW**

IS TO COVER OUTSIDE PROFESSIONAL FEES SUCH AS ZBA ATTORNEY FEE, MINUTES OF YOUR PORTION OF THE MEETING, ETC. THE BALANCE WILL BE RETURNED TO YOU UPON CLOSING FILE.

THE APPLICANT WILL BE BILLED DIRECTLY FOR THE PUBLIC HEARING ADVERTISEMENT IN THE "SENTINEL NEWSPAPER"

LIST OF PROPERTY OWNERS  
WITHIN 500 FT. RADIUS OF  
PROPERTY IN QUESTION:

APPROXIMATE COST FOR  
PUBLIC HEARING LIST:

1-10 NAMES	25.00
11-20 NAMES	35.00
21-30 NAMES	45.00
31-40 NAMES	55.00
41-50 NAMES	65.00
51-60 NAMES	75.00
61-70 NAMES	85.00
71-80 NAMES	95.00
81-90 NAMES	105.00
91-100 NAMES	115.00

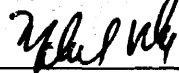
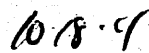
ANYTHING OVER 100 NAMES  
IS \$1.00 EA. ADDITIONAL  
NAME

1. WHEN THE ASSESSOR'S OFFICE NOTIFIES YOU THAT YOUR LIST IS READY, YOU MUST COME IN AND PAY THE BALANCE DUE FOR THE LIST. (THIS WILL BE PREPARED ON LABELS FOR YOUR CONVENIENCE).
2. PREPARE AN ENVELOPE (self-sealing envelopes are much appreciated) FOR EACH LABEL WITH YOUR RETURN ADDRESS AND A REGULAR \$.37 STAMP. BRING THE PREPARED ENVELOPES AND A COPY OF THE LIST TO THE ZONING BOARD SECRETARY FOR MAILING. YOUR PUBLIC HEARING DATE WILL BE SCHEDULED AT THIS TIME.

**NOTE:**

**IF IT IS EASIER FOR YOU, YOU CAN BRING THE ENVELOPES WITH YOU WHEN YOU PICK UP AND PAY FOR YOUR LIST. YOU CAN PUT THE LABELS ON AT THAT TIME AND BRING THEM TO THE ZBA OFFICE FOR COMPLETION.**

**\*\* MUST READ AND SIGN \*\***

<b><i>I UNDERSTAND THAT I WILL BE BILLED DIRECTLY FOR MY "LEGAL NOTICE" TO BE PUBLISHED IN THE SENTINEL NEWSPAPER FOR MY PUBLIC HEARING....(this charge is not deducted from your escrow posted).</i></b>	
 _____ <b>SIGNATURE</b>	 _____ <b>DATE</b>

**NOTE:**

THE ZBA MEETS ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> MONDAY OF EACH MONTH UNLESS A HOLIDAY FALLS ON THAT DATE.

PAGE 2

COMPLETE THIS PAGE 



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**



**APPLICATION FOR VARIANCE**

10-18-04

Date

Application Type: Use Variance ☐ Area Variance ☒  
Sign Variance ☐ Interpretation ☐

**I. Owner Information:**

Phone Number: (845) 565 4767

Fax Number: (845) 920 0354

(Name)

Michael & Pamela Vela  
10 Doral Drive New Windsor NY 12553

(Address)

**II. Applicant:**

Phone Number: ( )

Fax Number: ( )

(Name)

(Address)

**III. Forwarding Address, if any, for return of escrow: Phone Number: ( )**

Fax Number: ( )

(Name)

(Address)

**IV. Contractor/Engineer/Architect/Surveyor/:**

Phone Number ( )

Fax Number: ( )

(Name)

(Address)

**V. Property Information:**

Zone: R-4 Property Address in Question: 10 Doral Drive

Lot Size: \_\_\_\_\_ Tax Map Number: Section 19 Block 4 Lot 46

a. What other zones lie within 500 feet? \_\_\_\_\_

b. Is pending sale or lease subject to ZBA approval of this Application? No

c. When was property purchased by present owner? \_\_\_\_\_

d. Has property been subdivided previously? \_\_\_\_\_ If so, When: \_\_\_\_\_

e. Has an Order to Remedy Violation been issued against the property by the  
Building/Zoning/Fire Inspector? No

f. Is there any outside storage at the property now or is any proposed? \_\_\_\_\_

\*\*\*\*PLEASE NOTE:\*\*\*\*\*

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF  
SUBMITTAL.**

COMPLETE THIS PAGE ☐



**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE - continued**

**VIII. AREA VARIANCE: (This information will be on your Building Department Denial form you receive)**

Area Variance requested from New Windsor Zoning Local Law,

	<u>Requirements</u>	<u>Proposed or Available</u>	<u>Variance Request</u>
Min. Lot Area			
Min. Lot Width			
Reqd. Front Yd.	45'	39'	6'
Reqd. Side Yd.			
Reqd. Rear Yd.			
Reqd. St Front*			
Max. Bldg. Hgt.			
Min. Floor Area*			
Dev. Coverage*			
Floor Area Ration**			
Parking Area			

\*Residential Districts Only

\*\*Non-Residential Districts Only

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

**COMPLETE THIS PAGE** ☐

**TOWN OF NEW WINDSOR  
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE - continued**

- IX. In making its determination, the ZBA shall take into consideration, among other aspects, the benefit to the applicant if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. Also, whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance; (2) whether the benefit sought by the applicant can be achieved by some other method feasible for the applicant to pursue other than an area variance; (3) whether the requested area variance is substantial; (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and (5) whether the alleged difficulty was self-created.

After reading the above paragraph, please describe why you believe the ZBA should grant your application for an Area Variance:

The Garage we intend to build is an extension off our existing structure. We actually intend to move further away from the property line than the current structure sits. Also, the variance is completely unobtrusive to the physical and environmental conditions of the neighborhood and is in fact behind a tree line fence from our neighbors to the East and will stand much further from the public road than a structure which was constructed via a Variance by our neighbors two doors down to the West. The difficulty was/is not self created but rather a product of our home being built at an angle to the property line ~~was~~ when it was originally constructed. This is clearly shown on our Survey. Thank you for your help. mr

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

**XII. ADDITIONAL COMMENTS:**

- (a) Describe any conditions or safeguards you offer to ensure that the quality of the zone and neighboring zones is maintained or upgraded and that the intent and spirit of the New Windsor Zoning Local Law is fostered. (Trees, landscaped, curbs, lighting, paving, fencing, screening, sign limitations, utilities, drainage.)
- We will not effect the landscaping in any way. We will not disturb the current tree line fence and will make sure all drainage is proper

**XIII. ATTACHMENTS REQUIRED:**

- ☐ Copy of contract of sale, lease or franchise agreement. Copy of deed and title policy.
- ☐ Copy of site plan or survey (if available) showing the size and location of the lot, buildings, facilities, utilities, access drives, parking areas, trees, landscaping, fencing, screening, signs, curbs, paving and streets within 200 ft. of the lot in question.
- ☐ Copies of signs with dimensions and location.
- ☐ Three checks: (each payable to the TOWN OF NEW WINDSOR)
- ☒ One in the amount of \$ 300.00 or 500.00 (escrow)
- ☒ One in the amount of \$ 50.00 or 150.00 (application fee)
- ☒ One in the amount of \$ 35.00 (Public Hearing List Deposit)
- ☐ Photographs of existing premises from several angles. **(IF SUBMITTING DIGITAL PHOTOS PRINTED FROM COMPUTER - PLEASE SUBMIT FOUR (4) SETS OF THE PHOTOS.)**

**XIV. AFFIDAVIT.**

STATE OF NEW YORK)

) SS.:

COUNTY OF ORANGE )

The undersigned applicant, being duly sworn, deposes and states that the information, statements and representations contained in this application are true and accurate to the best of his/her knowledge or to the best of his/her information and belief. The applicant further understands and agrees that the Zoning Board of Appeals may take action to rescind any variance granted if the conditions or situation presented herein are materially changed.

Sworn to before me this:

14th day of October 2001.

Pamela J. Vela  
Owner's Signature (Notarized)

Pamela J. Vela

Lisa R. DiStefano

Signature and Stamp of Notary

LISA R. DISTEFANO  
Notary Public, State Of New York  
No. 01D16050022  
Qualified In Orange County  
Commission Expires 10/30/04

Owner's Name (Please Print) ID# 361708991

Applicant's Signature (If not Owner)

**PLEASE NOTE:**

**THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.**

COMPLETE THIS PAGE ☐